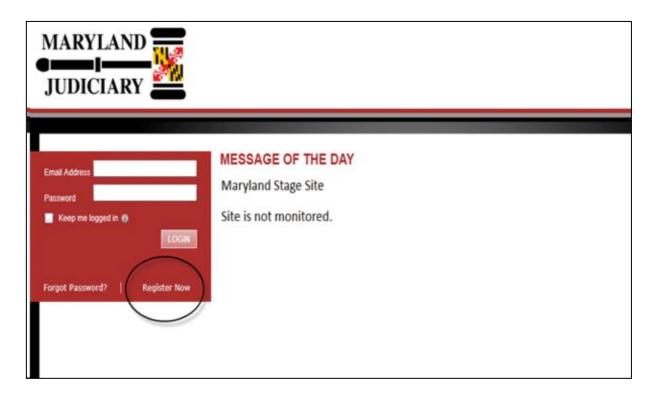
Registration Process: Firm Administrator

1. Go to https://maryland.tylerhost.net/



2. Click the "Register Now" link. Step 1 (I Want to Register) window will appear.

Odyssey File & Serve Registration Step 1 of 5 I want to Register as a Firm Administrator Each firm must have a designated person to administer the E-Filing system. The Administrator will register the firm and be responsible for setting up and maintaining all users, credit card accounts, and attorneys at the firm. User with an Existing Firm Your firm has already been registered with the E-Filing system. You must know your firm ID and have been given permission to set up your account by your Firm Administrator. The Firm ID serves as the common identifier for all users within your firm An Independent User You are a single user, not associated with or represented by a law firm. All required fields are indicated by an "*". There is no registration fee for Odyssey File & Serve. Cancel Next

- 3. Click "Firm Administrator" and then Click "Next."
- 4. Step 2 (Terms and Conditions) window will appear.



- 5. Read the Terms and Conditions before continuing with the registration process. Click the "I agree" box to accept the Terms and Conditions for using File & Serve.
- 6. Click "Next" and Step 3 (Firm Information) window will appear.



7. Complete the Firm Information screen. Select the "Allow Users to Self Register" box to allow the firm users to register to use File & Serve without contacting the Firm Administrator. Select "Require Firm Administrator Approval of New User Registration" box to have the option to approve every firm user that registers to use File & Serve. Click Next. Step 4 (User Information) window will appear.



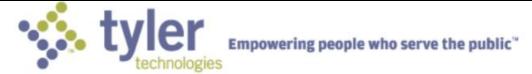
- 8. Complete the "User Information" screen. Select "I am also an Attorney" and then enter your attorney number. Your attorney number is also known as your Client Protection Fund number. If you do not know your attorney number please email efilinginfo@mdcourts.gov providing your full name. Your Client Protection Fund number will be returned by email.
- 9. Click "Register" and Step 5 (Your Registration is Complete) window will appear.

Step 5 of 5

Your Registration is Complete!

- You must verify your email address before you can log in.
- A verification email will be sent to you, please open it and click the link inside.

- 10. A verification e-mail labeled "File & Serve new user activation" will be sent to you.
- 11. Your email will include an "Activate Account" link. Click on the link and a Tyler Technologies notice will appear.



Your Odyssey File & Serve account has been activated.

- 12. This is confirmation that your account has been activated.
- 13. Your registration as a firm administrator is now complete. Go to the home page and log in with your user name and password.

Registration Process: User with an Existing Firm

1. Go to https://maryland.tylerhost.net/



2. Click the "Register Now" link. Step 1 (I Want to Register) window will appear.

Step 1 of 4 Odyssey File & Serve Registration I want to Register as a Firm Administrator Each firm must have a designated person to administer the E-Filing system. The Administrator will register the firm and be responsible for setting up and maintaining all users, credit card accounts, and attorneys at the firm. User with an Existing Firm Your firm has already been registered with the E-Filing system. You must know your firm ID and have been given permission to set up your account by your Firm Administrator. The Firm ID serves as the common identifier for all users within your firm. An Independent User You are a single user, not associated with or represented by a law firm. All required fields are indicated by an "*". There is no registration fee for Odyssey File & Serve.

Next

- 3. Click "User with an Existing Firm." Then click "Next."
- 4. Step 2 (Select Your Firm) window will appear.

Cancel



- 5. Enter the name of your firm and click "Search".
- 6. If your firm is not on the list, contact your firm administrator to complete the registration process.
- 7. Click "Next" and Step 3 (User Information) window will appear.

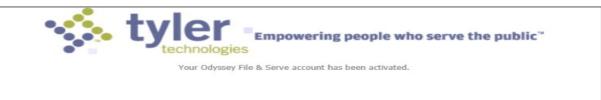


- 8. Complete the "User Information" screen. Select "I am also an Attorney" and then enter your attorney number. Your attorney number is also known as your Client Protection Fund number. If you do not know your attorney number please email efilinginfo@mdcourts.gov providing your full name. Your Client Protection Fund number will be returned by email.
- 10. Click "Register" and Step 4 (Your Registration is Complete) window will appear.

Step 4 of 4

Your Registration is Complete!

- You must verify your email address before you can log in.
- A verification email will be sent to you, please open it and click the link inside.
- 11. A verification e-mail labeled "File & Serve new user activation" will be sent to you.
- 12. Your email will include an "Activate Account" link. Click on the link and a Tyler Technologies notice will appear.



- 13. This is confirmation that your File & Serve account has been activated.
- 14. Your registration as a User with an Existing Firm is now complete. Go to the home page and log in with your user name and password.